

United States Department of Agriculture
Federal Grain Inspection Service

Program Directive

9070.4
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6-01-92

UNANNOUNCED SUPERVISION

I.
PURPOSE

This directive provides the policy and guidelines for conducting unannounced supervision of official activities.

II.
REPLACEMENT

This directive formalizes the policy transmitted in Program Bulletin 91.1, dated January 11, 1991, which has expired.

III.
BACKGROUND

Revisions to various FGIS Instructions over the years have deemphasized the importance of performing unannounced supervision. This directive transmits FGIS' policy of requiring periodic unannounced supervision.

Although FGIS does not directly supervise official agency personnel, FGIS does have the responsibility for oversight of agencies and cooperators. FGIS is further responsible for assuring conformance of agency personnel to all requirements and procedures established by statute, regulation, instruction, or directive so that managerial, administrative, and technical functions are effectively accomplished.

IV.
POLICY

Periodic unannounced supervision is to be conducted at locations where official services are provided. These unannounced visits are to verify conformance with the laws, regulations, and procedures established for the orderly marketing of grain and commodities. These unannounced visits are to supplement field office program reviews (FGIS Instruction 153-2, dated March 28, 1985) and official agency management reviews (FGIS Instruction 907-1, dated October 7, 1983) and are not intended to replace or supersede the requirements of those directives.

V.
RESPONSIBILITIES

It is the responsibility of the person conducting the unannounced supervision to have a thorough knowledge of the checklists contained in the above directives. These checklists provide a basic outline of the responsibilities of an agency or field office. Checklists which have been written by field offices to further itemize these responsibilities may also be used. Services provided under the Agricultural Marketing Act (AMA) are also to be included in these unannounced supervision visits.


To be effective, these visits should cover all working hours, including nights, weekends, and holidays. It is also the responsibility of the person conducting the supervision to have a thorough knowledge of the local workload so as not to compromise the element of surprise. All aspects of the agency or field office operations should be considered for unannounced supervision. When possible, unannounced supervision should be conducted by field office managers or assistant field office managers.

VI.
FREQUENCY

The frequency of unannounced supervision will vary from location to location. However, unannounced supervision should be conducted at least once per year at each specified service point. Other service locations to be supervised will be determined by the field office manager. Supervision history, service point workload, distance, and field office budget constraints should be considered in determining the frequency of visits.

VII.
DOCUMENTATION

All unannounced supervision shall be documented. This will be accomplished either as a separate narrative report, or through the use of a checklist system. The report will include what activity was reviewed, where the visit was conducted, and the findings. Reports will be maintained in the field office.


John W. Marshall
Director
Field Management Division